

**Site Visit Programmatic Questions  
September 17, 2015  
Birthright of Alexandria**

**1. Update Report**

- Review your two most recently submitted Update Reports: are you meeting Report Count goals?
- Note any significant differences between the reports: are programs stable? Improving? What do the reports indicate about progress in your programs? Most of the programs outlined in this grantee's Work Plan have exceeded goals substantially especially the car seat, crib, and parenting and pregnancy education programs. Nutrition programming has been a little more challenging due to the fact that less clients are interested in this topic. Overall the grantee's programs are stable and excelling.

**2. Work Plan**

- Review your 2012-16 grant application's description of the program you are asking to be funded. Note the services and activities you said you would provide and the number of clients you would serve.
- Prepare a short summary of your current program(s) and the number of clients being served. How does what you describe in the application compare with what you are currently providing? Have any programs and/or activities or services been added or removed? Have the number of clients being served per quarter decreased or increased since October, 2012? Is there anything particular you want to share about your current program to explain its current status?  
A short summary was provided and will be filed in the grantee's files.
- Do you anticipate making any changes to the 2015-16 Work Plan? If so, in what way and for what reasons?  
No plans for any changes at this time.

**3. Fiscal Review**

- Review of the 2014-15 expenditures spreadsheet
- Have you or do you intend to revise your 2015-16 budget justification? Keep in mind that the current budget justification remains in effect until a revision is approved.
- Review the guidelines regarding expectations for invoice and verification submissions (attached), and the new requirement to submit both to financial for invoice payment. Review MDH's efforts to move to paperless invoicing.
- If your Financial Reconciliation has taken place, the findings will be reviewed. The financial review for Birthright has taken place with no significant findings.
- If you have an elevated risk designation, and your report cited any concerns, these will be discussed.  
Not applicable.

**4. Grant Closeout Form**

- You will have an opportunity to review a draft of your Grant Closeout Form. The grantee closeout and interim form was discussed.
- 5. 2014-16 Evaluation** (availability of items below depend on date of site visit)
- Your 2014 Evaluation Report Summary will be discussed.
  - Your 2015-16 Evaluation Plan will be discussed. Any suggestions provided in your 2013-14 Report Summary should be included in the plan, if you are continuing the same evaluation. If you are planning a new evaluation, details will be discussed. The evaluation plan for the Center will center on the education and use of car seats. The follow up on the use of car seats for this Center is commendable. Trained car seat technicians lead car seat training.
- 6. Positive Alternatives website**
- The PA website is being/has been reconfigured. Its scope is reduced. Resources for grantees will remain basically the same.
  - Consider providing suggestions for additions/deletions
- 7. Provide Updates**
- Have you made any changes to your application Face Sheet data?  
No changes were made at this time.
  - Do you want to revise your website posting?  
Grantee will check on their own PA website listing and provide the grant manager with changes, if any.
- 8. Issues specific to this grantee.**  
**None at this time.**
- 9. Tour of Facility**
- If your facility has been remodeled or updated with grant funds, be prepared to provide a tour of the area
  - If grant-funded activity areas have been significantly altered, be prepared to provide a tour of the area
- A tour of the Center was given with an explanation of the uses of each area.
- 10. How can MDH be more supportive of your program?**
- 11. Other?**

**Birthright of Alexandria is the only Center is the area that provides cribs along with safe sleep information. They also are the only area organization that provides car seats along with car seat education provided by a certified car seat technician. They also provide a comprehensive parenting and pregnancy education program for their clients. Their program has been steadily growing and quite stable.**